

# FACT SHEET

## Qualification

- Diploma in Event Management (Qualification code: HDIPEM1)
- Dip. (Event Management)
- SAQA ID 93877, NQF (HEQSF) Level 6, minimum Credits 374
- Fifty percent (50%) of the total credits of this unique qualification are in the disciplines of event- and marketing -management, and public relations.

## Minimum Entry Requirements

A minimum requirement for admission into the diploma is a:

- National Senior Certificate (NSC), with English as one of the subjects passed and with endorsement for admission to Diploma studies; or
- National Certificate (Vocational) (NC(V)), with English as one of the subjects passed and with endorsement for admission to Diploma studies; or
- Prior to 2009, Senior Certificate with English as one of the subjects passed.

## Alternative Entry Pathways

A number of higher education qualifications may meet the requirements for admission or advanced placement into the diploma:

- Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or
- Advanced Certificate, NQF (HEQSF) Level 6, minimum Credits 120; or
- Diploma, NQF (HEQSF) Level 6, minimum Credits 240 or 360; or
- Equivalent qualification from a foreign higher education institution, see section on Foreign Applicants below.

## Important Notes for Foreign Applicants

See sections on *Minimum Entry Requirements for Foreign Applicants* and *Alternative Entry Pathways for Foreign Applicants* on page 7 of the Fact Sheet. Irrespective of meeting the *Minimum Entry Requirements for Foreign Applicants*, foreign students who do not hold a South African school leaving certificate must present a Grade 12 equivalence verification with endorsement for admission to Diploma study from the South African Matriculation Board. The Board can be contacted on +27-(0)10-591-4401/2 or [applications@usaf.ac.za](mailto:applications@usaf.ac.za) or visit [he-enrol.ac.za](http://he-enrol.ac.za). Also, foreign applicants may be required to provide proof of proficiency in English (TOEFL score of 550, or IELTS overall band score of 6.0.) prior to admission to the qualification. Students who have qualifications from foreign higher education institutions must present an equivalence certificate from the South African Qualifications Authority (SAQA) who can be contacted on +27-(0)12-431-5070 or [customer-care@saqa.org.za](mailto:customer-care@saqa.org.za) or visit <http://www.saqa.org.za/index.php>

## Applying to Transfer-in Credits

Boston allows students with completed credits from recognised higher education institutions to apply for credit accumulation and transfers (CAT). In the case of complete qualifications, a maximum of 50% of the credits of a completed qualification may be transferred-in. Credit transfers will only be considered if accompanied by full academic records with a statement of satisfactory or good conduct. Students interested in applying will be considered individually by the Academic Committee based at the Head Office in Orange Grove, see relevant section in the 'Application for Admission Form' online.

## RPL Applicants

Boston admits a small number of students and/or grants transfer-in credits through Recognition of Prior Learning (RPL). Applicants interested in applying through RPL will be considered individually by the Academic Committee based at the Head Office in Orange Grove, see relevant section in the 'Application for Admission Form' online.

### **What is the Duration of Study?**

Based on the credits and notional hours of this qualification, the minimum duration is six (6) semesters over a period of three (3) years, and the maximum duration is six (6) years. For more information see Table overleaf.

### **What is the Purpose of the Qualification?**

Event Management is a crucial component of marketing-commerce today. The purpose of the qualification is to ensure that individuals are equipped with the knowledge, theory and methodology of the important disciplines in event management. This enables graduates to demonstrate initiative and responsibility in a professional or academic context where application of the principles and theory are emphasised as a basis for entry into the labour market, professional training, graduate study, or professional practice in a wide range of careers, for example:

- Event (Sales, Campaign or Project) Coordinator or Supervisor
- Event Assistant Manager or Manager
- Junior Marketing Coordinator or Field Supervisor
- Marketing Relationship, Key Account Supervisor or Assistant Manager
- Hospitality, Services, Sales or Product Representative or Manager
- Small Business Manager, Owner or Entrepreneur

### **What are the Programme Outcomes?**

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:

- Apply general business and marketing principles to hospitality and event management and interpret economic realities of local and global communities.
- Manage financial and technology resources in organisations.
- Analyse data, marketing information and performance of hospitality events.
- Demonstrate entrepreneurial and project management skills.

### **What do I require to Pass a Module?**

Students will need an overall mark of fifty percent (50%) to pass a module with a sub-minimum of thirty percent (30%) in Summative Assessment 1 (SA1). Students who do not achieve a pass mark in a summative assessment (SA1 and/or SA2) may be provided one (1) further opportunity to retake (supplement) the summative assessment at an additional re-assessment fee. To qualify for a supplementary summative assessment (SA1), a sub-minimum of thirty percent (30%) is required in the first attempt.

### **How is the Overall Mark Calculated?**

The overall mark will be calculated from the student's performance on formative assessments (FA's) and summative assessments (SA's). Formative assessments (FA1 and FA2), also known as assignments or tests, will count forty percent (40%) - twenty percent (20%) each - towards the overall mark. Summative assessments in the form of a final exam or capstone project (SA1), will count fifty percent (50%), and a research or reflective essay (SA2) will count ten percent (10%) towards the overall mark.

### **What is the Curriculum and Fee?**

The Boston Diploma in Event Management programme consists of twenty-six (26) compulsory modules, see Table overleaf.

Please note that *Module Fees* listed in the Table are inclusive of an 'early-bird' discount for the 2017 academic year and is only valid for accepted applicants who register before 16 December 2016.

*Modules Fees* escalate each calendar year, 2017 *Module Fees* to be announced for students who register in 2017.

Prescribed textbooks are included in the fees, however this is not guaranteed in future

**Curriculum**

|                                  | Modules                              | Codes      | NQF Level | Credits    | Compulsory | Year | Semester | Pre-requisite  | Module Fees |
|----------------------------------|--------------------------------------|------------|-----------|------------|------------|------|----------|----------------|-------------|
|                                  | Annual Registration Fee              |            |           |            |            |      |          |                | R 650,00    |
|                                  | Annual Library Fee 1                 | HALIBF1    |           |            |            | 1    | 1 & 2    |                | R 250,00    |
| Semester 1                       | Computer Literacy 1                  | HCLP1161   | 5         | 8          | Yes        | 1    | 1        | -              | R 1 449,00  |
|                                  | Computer Literacy 2                  | HCLP2161   | 5         | 8          | Yes        | 1    | 1        | -              | R 1 449,00  |
|                                  | Event Management 1                   | HEVM1161   | 5         | 16         | Yes        | 1    | 1        | -              | R 3 227,00  |
|                                  | Marketing Management 1               | HMKT1161   | 5         | 16         | Yes        | 1    | 1        | -              | R 3 107,00  |
|                                  | Financial Management 1A              | HFMN1A161  | 6         | 15         | Yes        | 1    | 1        | -              | R 3 377,00  |
|                                  | <b>Total Credits: Semester 1</b>     |            |           |            | <b>63</b>  |      |          |                |             |
| Semester 2                       | Entrepreneurship 1                   | HENT1161   | 5         | 16         | Yes        | 1    | 2        | -              | R 3 107,00  |
|                                  | Public Relations 1                   | HPR1161    | 5         | 16         | Yes        | 1    | 2        | -              | R 3 107,00  |
|                                  | Integrated Marketing Communication 1 | HINT1161   | 5         | 16         | Yes        | 1    | 2        | -              | R 3 107,00  |
|                                  | Financial Management 1B              | HFMN1B161  | 6         | 15         | Yes        | 1    | 2        | HFMN1A         | R 3 320,00  |
|                                  | <b>Total Credits: Semester 2</b>     |            |           |            | <b>63</b>  |      |          |                |             |
| <b>Total Credits: Year 1</b>     |                                      |            |           | <b>126</b> |            |      |          |                |             |
|                                  | Annual Registration Fee              |            |           |            |            |      |          |                | R 650,00    |
|                                  | Annual Library Fee 2                 | HALIBF2    |           |            |            | 2    | 1 & 2    |                | R 250,00    |
| Semester 1                       | Event Management 2A                  | HEVM2A161  | 6         | 15         | Yes        | 2    | 1        | HEVM1          | R 2 383,00  |
|                                  | Public Relations 2A                  | HPR2A161   | 6         | 12         | Yes        | 2    | 1        | HPR1           | R 2 227,00  |
|                                  | Marketing Management 2               | HMKT2161   | 6         | 16         | Yes        | 2    | 1        | HMKT1          | R 3 427,00  |
|                                  | Business Management 1                | HBMN1161   | 5         | 16         | Yes        | 2    | 1        | -              | R 3 107,00  |
|                                  | <b>Total Credits: Semester 1</b>     |            |           |            | <b>59</b>  |      |          |                |             |
| Semester 2                       | Event Management 2B                  | HEVM2B161  | 6         | 15         | Yes        | 2    | 2        | HEVM2A         | R 2 092,00  |
|                                  | Public Relations 2B                  | HPR2B161   | 6         | 12         | Yes        | 2    | 2        | HPR2A          | R 1 942,00  |
|                                  | Entrepreneurship 2                   | HENT2161   | 6         | 16         | Yes        | 2    | 2        | HENT1          | R 3 427,00  |
|                                  | Project Management 1                 | HPRM1161   | 6         | 12         | Yes        | 2    | 2        | HBMN1          | R 3 227,00  |
|                                  | Applied Research                     | HAPRD161   | 6         | 14         | Yes        | 2    | 2        | HEVM2A & HPR2A | R 3 327,00  |
| <b>Total Credits: Semester 2</b> |                                      |            |           | <b>69</b>  |            |      |          |                |             |
| <b>Total Credits: Year 2</b>     |                                      |            |           | <b>128</b> |            |      |          |                |             |
|                                  | Annual Registration Fee              |            |           |            |            |      |          |                | R 650,00    |
|                                  | Annual Library Fee 3                 | HALIBF3161 |           |            |            | 3    | 1 & 2    |                | R 250,00    |
| Semester 1                       | Event Management 3A                  | HEVM3A161  | 7         | 15         | Yes        | 3    | 1        | HEVM2A&B       | R 3 725,00  |
|                                  | Marketing Management 3               | HMKT3161   | 7         | 30         | Yes        | 3    | 1        | HMKT2          | R 4 727,00  |
|                                  | Project Management 2                 | HPRM2161   | 7         | 16         | Yes        | 3    | 1        | HPR1           | R 3 747,00  |
|                                  | <b>Total Credits: Semester 1</b>     |            |           |            | <b>61</b>  |      |          |                |             |
| Semester 2                       | Event Management 3B                  | HEVM3B161  | 7         | 15         | Yes        | 3    | 2        | HEVM3A         | R 3 392,00  |
|                                  | Integrated Marketing Communication 2 | HINT2161   | 6         | 24         | Yes        | 3    | 2        | HINT1          | R 3 827,00  |
|                                  | Work Integrated Learning DIPEM       | HWDEM3171  | 6         | 20         | Yes        | 3    | 2        | HEVM3A & HAPRD | R 3 399,00  |
|                                  | Microsoft Project 1                  | MSP1161    | 6         |            | Yes        | 3    | 2        | HPRM1          | R 1 850,00  |
|                                  | Microsoft Project 2                  | MSP2161    | 6         |            | Yes        | 3    | 2        | MSP1           | R 1 850,00  |
|                                  | <b>Total Credits: Semester 2</b>     |            |           |            | <b>59</b>  |      |          |                |             |
| <b>Total Credits: Year 3</b>     |                                      |            |           | <b>120</b> |            |      |          |                |             |

### **How many modules can I take each semester?**

Minimum is one (1) module per semester, this will ensure students remain academically active. The maximum number of modules you can take in any one (1) semester is dependent on the number of credits per module. It is recommended for full-time working adults to consider completing the programme in a duration exceeding the minimum period of three (3) years, which implies electing to take fewer modules per semester.

### **What is the language of teaching and learning?**

English is the language of communication, instruction and assessment at Boston.

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### **What is the mode of delivery?**

Distance Learning supported with rich-media courseware. For every module, this includes:

- Comprehensive information which consists of:
  - Overview of the qualification, exit level and critical cross field outcomes
  - Overview of the teaching, learning and assessment strategies
  - Module specific information i.e. overview, credits, notional hours, assessment specifics, etc.
  - Tuition plan and academic calendar
- Boston study guide and/or prescribed texts (whichever is applicable)
- The following is hosted/facilitated on our Learning Management System (LMS), *My.Boston*, which is available online and/or at the Support Centre
  - Filmed lectures
  - Teaching and Learning activities
  - Formal assessment and support
  - Electronic library and other resources
  - Student wellness@boston
- *My.Boston* promotes anytime, anywhere learning while connecting students to Educators and learning resources in a safe, secure online environment.

### **What materials/resources will I require in order to Study?**

It is compulsory that students have access to a computer and internet. Certain course material and/or notes and assessments will only be accessible online or electronically.

Boston will provide all study guides and/or prescribed texts, module information, timetables, and access to *My.Boston* for filmed lectures, formal assessments, as well as teaching and learning support for each module. Therefore, there will be no requirement to purchase any additional prescribed materials.

### **What is a Support Centre?**

Boston's network of Support Centres grants our students access to computers and *My.Boston* for assessments, filmed lectures, electronic library facilities, as well as examination venues and administrative services. Students must select a single Support Centre and may make daily use of the facilities for the duration of their studies, see attached list.

### **Where do I complete my Assessments?**

Students must select the same Support Centre for assessment purposes. The venue for formative and summative assessments will depend on the specific assessment formats of each module.

- Assignments, research reports, essays, etc. will be uploaded into our online LMS *My.Boston*, which can be done from home, or at the selected Support Centre.
- Invigilated tests and examination sittings will be conducted at Support Centres or designated exam venues.
- Research presentations and orals will be conducted via Skype at Support Centres or designated proctored venues.

### **Who will provide me with Academic and Tuition Support?**

Boston has appointed qualified and experienced Educators to provide support to learners. Students can contact Educators any time via My.Boston, through e-mail, or alternatively book a telephonic, or Skype appointment. Face-to-face appointments can also be arranged but these will be by appointment only and will take place exclusively at Boston's Head Office in Orange Grove.

### **Can I further my studies when I graduate?**

The qualification is registered at NQF (HEQSF) Level 6 and will provide for articulation options into NQF (HEQSF) Level 7 qualifications. Graduates may proceed to Advanced Diplomas or Bachelor's degrees in a variety of disciplines at any number of public universities, private or foreign higher education institutions. In order to gain entry into these programmes students will have to meet the admission and selection criteria of the receiving institution.

### **Certification**

Upon successful completion of the qualification, students will receive a Diploma in Event Management (SAQA ID 93877), NQF (HEQSF) Level 6 (minimum Credits 374) from Boston.

### **Important dates!**

The *Academic Calendar 2017* outlines the most important dates for the Boston higher education offerings and will assist students to plan for success. For more information see Tables appended.

### **When can I apply and how much are the Application Fees?**

Applications are open all year round. There are no application fees payable. Please visit the website <http://www.boston.co.za/> for regular updates.

- ***The closing date for applications for Semester 1 is at 17h00 on Wednesday 8<sup>th</sup> February 2017.***
- ***The closing date for applications for Semester 2 is at 17h00 on Wednesday 26<sup>th</sup> July 2017.***

### **How do I Apply?**

There are two options available for applications, for more information see Diagram overleaf.

#### Option 1

Visit the website and follow the links provided. Complete the online 'Application for Admission Form' and upload all the necessary supporting documentation.

#### Option 2

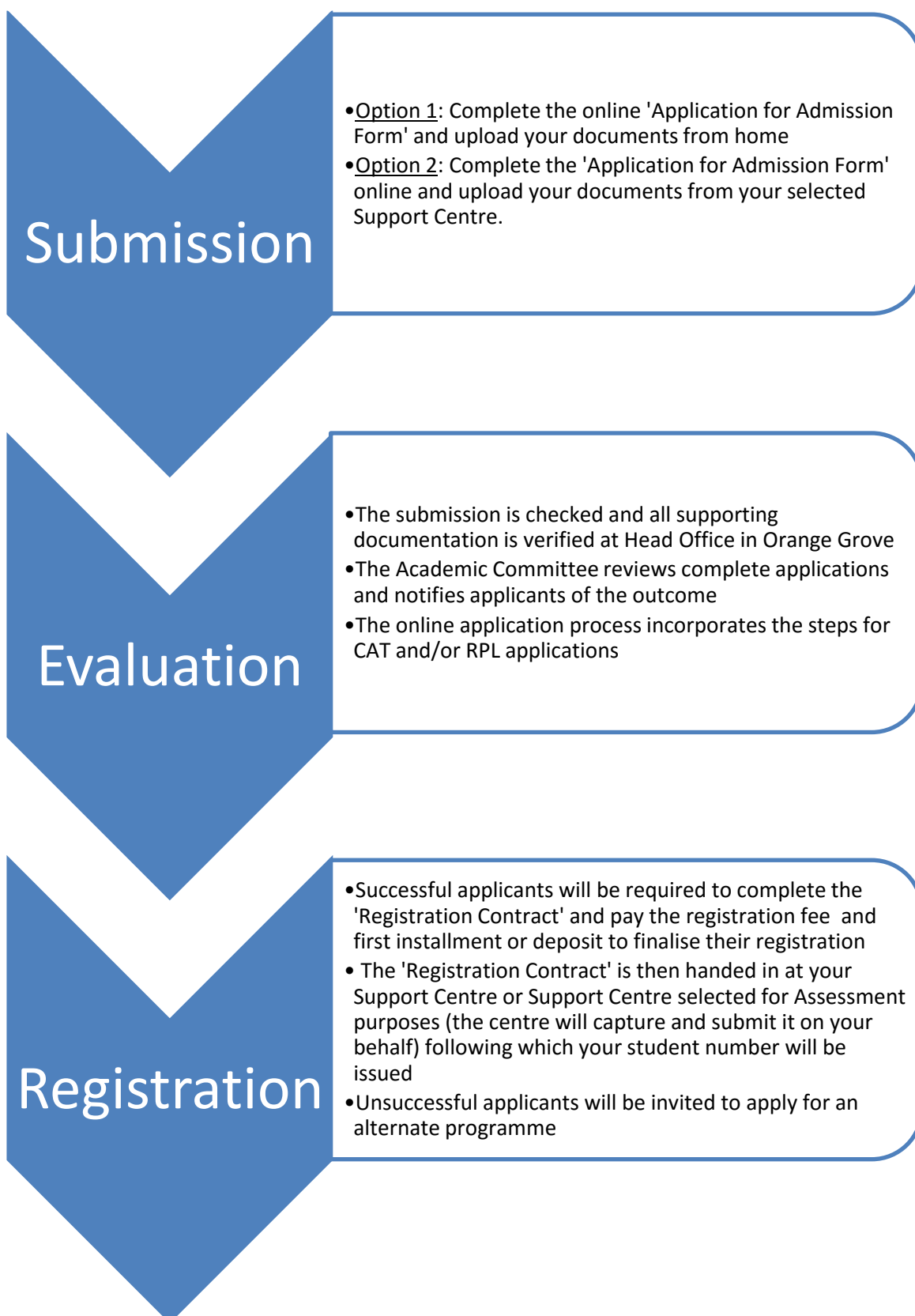
Visit a Support Centre to complete the form online and upload all necessary supporting documentation.

### **What do I do if I am accepted?**

When you are accepted you will be required to register. In order to register you will need to complete the 'Registration Contract' and pay the registration fee and first instalment or deposit. Once you have paid and completed the *Registration Contract* you must return the contract and proof of payment to your selected Support Centre or Support Centre selected for Assessment purposes. Contracts handed in at a Support Centre will be captured and submitted online on your behalf to Head Office for confirmation of your registration and student number.

- ***The closing date for registrations for Semester 1 is at 17h00 on Friday 10<sup>th</sup> February 2017.***
- ***The closing date for registrations for Semester 2 is at 13h00 on Saturday 29<sup>th</sup> July 2017.***

## Admissions Process



### Minimum Entry Requirements for Foreign Applicants

A minimum requirement for admission into a higher education programme is as follows:

- Obtained a pass in a minimum of five (5) subjects, at least two (2) shall be Advanced Level and remainder Ordinary Level; or
- Obtained a pass in a minimum of four (4) subjects, at least three (3) shall be Advanced Level subjects and the remainder Ordinary Level; and
- Included in the five (5) or four (4) subjects at least one (1) subject selected from each of the following groups:
  - Group I: English Language;
  - Group II: a first Language other than Group I;
  - Group III: a first Language other than Group I or II, Biology, Botany, Chemistry, General Science, Geology, Mathematics, Physics, Physics-with-Chemistry, Zoology.

**OR**

- Obtained a pass in a minimum of five (5) different subjects on the Advanced Subsidiary Level and/or Higher International General Certificate of Education and/or Ordinary Level including one (1) selected from each of Groups I and II and two (2) from Groups III, IV and V:
  - Group I: English Language;
  - Group II: a second Language other than Group I,
  - Group III: a third Language other than Group I and II, Biology, Chemistry, Mathematics or Physics;
  - Group IV: Art, Biology (if not offered under Group III), Chemistry (if not offered under Group III), Economics, Geography, History, Mathematics (if not offered under Group III), Music, or Physics (if not offered under Group III)
  - Group V: Accounting, Business Studies, Computing, Design & Technology, Information Technology or Further Mathematics
- Obtained a pass in four (4) Advanced Subsidiary Level and/or Higher International General Certificate of Education subjects, of which at least one (1) shall be from Group I or II and at least two (2) shall be selected from Groups III, IV or V above, provided that any language subject from Group III may be recognised as a Group II subject satisfying the grouping requirements of that group only.

**OR**

- Advanced International Certificate of Education included in the subjects passed are:
  - five (5) full credit pass marks; or
  - four (4) full credit pass marks and two half (2,5) credit pass marks; and
  - satisfied the following subject requirements:
    - (i) a full credit pass mark in English; and
    - (ii) a full credit pass mark in a second language; and
    - (iii) a full credit pass mark in one (1) of Biology, Mathematics, Physics, Chemistry, History, Economics or Geography.

Symbols A, B, C and D will be regarded as pass marks only.

### Alternative Entry Pathways for Foreign Applicants

A number of other certificates and/or qualifications may meet the requirements for admission or advanced placement into the diploma:

- Three year postsecondary diploma after passing five (5) Ordinary Level subject credits including English Language (pass marks symbol A, B or C); or
- Five (5) approved Ordinary Level subject passes including English Language as well as completion of first year of a three year postsecondary diploma or a four year Bachelor's degree.

## Boston Support Centres 2017

|                              |                    |                 |
|------------------------------|--------------------|-----------------|
| • Head Office (Orange Grove) | • Klerksdorp       | • Randburg      |
| • Alberton                   | • Krugersdorp      | • Richards Bay  |
| • Bedfordview                | • Ladysmith        | • Roodepoort    |
| • Bellville                  | • Nelspruit        | • Rosebank      |
| • Benoni                     | • Newcastle        | • Rustenburg    |
| • Bloemfontein               | • Orange Grove     | • Somerset West |
| • Braamfontein               | • Paarl            | • Soweto        |
| • Cape Town                  | • Pietermaritzburg | • Springs       |
| • Durban City                | • Polokwane        | • Stanger       |
| • East London                | • Port Elizabeth   | • Tzaneen       |
| • George                     | • Port Shepstone   | • Umhlanga      |
| • Germiston                  | • Potchefstroom    | • Umtata        |
| • Johannesburg               | • Pretoria Arcadia | • Vereeniging   |
| • Kempton Park               | • Pretoria North   | • Welkom        |
| • Kimberley                  | • Queenstown       | • Witbank       |

| Academic Calendar 2017   |          |       |             |   |
|--------------------------|----------|-------|-------------|---|
| SEMESTER: JANUARY - JUNE |          |       |             |   |
| Week                     | Month    | Date  | Time        | Activity  |
|                          | February | 8     | 17:00       | Applications Close  |
|                          | February | 10    | 17:00       | Registrations Close   |
| <b>1</b>                 | February | 13    |             | Studies Commence - Week 1   |
| <b>6</b>                 | March    | 24    | 17:00       | <b>FA 1 - Assignment 1 Due</b><br><b>Submit online via My.Boston no later than 24 March 17:00</b>                                 |
| <b>7</b>                 | March    | 27    |             | Resume studies - Week 7   |
| <b>10</b>                | April    | 19    | 17:00       | FA 1 - Results Release  |
| <b>10</b>                | April    | 22    | 13:00       | FA 1 - Results Appeal Close   |
| <b>11</b>                | April    | 29    | 13:00       | FA 1 - Results Appeal Release   |
| <b>12</b>                | May      | 5     | 17:00       | <b>FA 2 – Assignment 2 Due</b><br><b>Submit online via My.Boston no later than 05 May 17:00</b>                                   |
| <b>13</b>                | May      | 8     |             | Resume studies - Week 13  |
| <b>13</b>                | May      | 12    | 17:00       | FA 2- Results Release   |
| <b>14</b>                | May      | 17    | 17:00       | FA 2 - Results Appeal Close   |
| <b>14</b>                | May      | 19    | 17:00       | FA 2 - Results Appeal Release   |
| <b>15</b>                | May      | 22-28 |             | Revision SA 1 (exams) - Week 15   |
| <b>16 to 18</b>          |          |       |             | <b>SA 1 &amp; 2 Time Table</b><br><b>SA 2 to be submitted online via My.Boston no later than 17:00 on day that SA1 is written</b> |
| <b>16</b>                | May      | 29    | 09:00-11:00 | HBMN2161, HBMN21615, HBMN3161, HBLE3161   |
|                          |          |       | 12:00-14:00 | HBMN1161, HBMN11615   |
|                          |          |       | 15:00-17:00 | HCOU1161,   |
|                          | May      | 30    | 09:00-11:00 | HHRM1161, HHRM2161, HHRM3161  |
|                          |          |       | 12:00-14:00 | HAPS1161, HAPS11615, HFMD1161   |
|                          |          |       | 15:00-17:00 | HMKT1161, HMKT11615, HMKT2161, HMKT3161   |
|                          | June     | 2     | 09:00-11:00 | HFMN1A161/B161, HFAC1A161/B161  |
|                          |          |       | 12:00-14:00 | HFMN2161, HFAC2A161/B161, HFMN3161, HFAC3A161/B161, HBAC1161  |
| <b>17</b>                | June     | 5     | 09:00-11:00 | HBMT1161, HTAX1161, HTAX2161  |
|                          |          |       | 12:00-14:00 | HEVM1161, HEVM11615, HEVM2A161/B161, HEVM3A161/B161, HCNM1161   |
|                          |          |       | 15:00-17:00 | HBRD1161, HBRD11615, HBRD2161, HBRD3161   |
|                          | June     | 6     | 09:00-11:00 | HTSS1161, HPRX1161, Work Integrated Learning Modules: all qualifications  |
|                          |          |       | 12:00-14:00 | HENG1161, HBCM1161, HHIVC1161   |
|                          |          |       | 15:00-17:00 | HPRM1161, HPRM11615, HPRM2161   |
|                          | June     | 7     | 09:00-11:00 | HNTSA/B/C/D2161, HNTS3161, HWMF3161, HAPRD1161  |
|                          |          |       | 12:00-14:00 | HMLW11615, HMLW2161, HLLW2161, HLLW3161   |
|                          |          |       | 15:00-17:00 | HCML1161, HCML11615, HCML2161, HMKR3161,  |
|                          | June     | 8     | 09:00-11:00 | HINT1161, HINT11615, HINT2161, HSPS1161   |
|                          |          |       | 12:00-14:00 | HSYD1161, HINT3A161/B161  |

| Academic Calendar 2017   |       |       |             |   |
|--------------------------|-------|-------|-------------|---|
| SEMESTER: JANUARY - JUNE |       |       |             |   |
| Week                     | Month | Date  | Time        | Activity  |
|                          |       |       | 15:00-17:00 | HPR1161, HPR2A161/B161, HSYD2161, HSYD3161, HTCP3161  |
|                          | June  | 9     | 09:00-11:00 | HMAC1A161/B161, HMAC2A161/B161, HMAC3A161/B161  |
|                          |       |       | 12:00-14:00 | HHWPT1161   |
| 18                       | June  | 12    | 09:00-11:00 | HISM2161, HISM3161, HSAD3161, HDBP2161  |
|                          |       |       | 12:00-14:00 | HISM1161  |
|                          |       |       | 15:00-17:00 | HECO1161, HECO11615, HSEC1161, HSEC11615 HSEC2161   |
|                          | June  | 13    | 09:00-11:00 | HENT2161, HENT3161, HAUD1161  |
|                          |       |       | 12:00-14:00 | HENT1161, HENT11615   |
|                          |       |       | 15:00-17:00 | HIND1161, HIND11615, HIND2161, HIND21615 HIND3161, HSPM3161,  |
|                          | June  | 14    | 09:00-11:00 | HHRD1161, HHRD2161, HHRD3161, HSHE1161  |
|                          |       |       | 12:00-14:00 | HADV11615, HADV2161, HADV3A161/B161, HBFB1161   |
|                          |       |       | 15:00-17:00 | HSFT3161, HIPM3161,   |
| 20                       | June  | 28    | 17:00       | SA 1 & 2 Results Release  |
| 20                       | July  | 1     | 13:00       | SA 1 & 2 Results Appeal Close   |
| 22                       | July  | 10    | 17:00       | SA 1 & 2 Results Appeal Release   |
| 23                       | July  | 17-21 |             | <b>Supplementary SA 1 &amp; 2 Time Table<br/>SA 2 to be submitted online via My.Boston no later than 17:00 on day that SA1 is written</b>         |
| 23                       | July  | 17    | 09:00-11:00 | HBMN2161, HBMN21615, HBMN3161, HBLE3161, HCOU1161, HBMN1161, HBMN11615  |
|                          |       |       | 12:00-14:00 | HHRM1161, HHRM2161, HHRM3161, HAPS1161, HAPS11615, HFMD1161, HMKT1161, HMKT11615, HMKT2161, HMKT3161  |
|                          |       |       | 15:00-17:00 | HENT2161, HENT3161, HAUD1161, HIND1161, HIND11615, HIND2161, HIND21615 HIND3161, HSPM3161, HENT1161, HENT11615                                    |
|                          | July  | 18    | 09:00-11:00 | HHRD1161, HHRD2161, HHRD3161, HSHE1161, HADV11615, HADV2161, HBFB1161, HADV3A161/B161, HSFT3161, HIPM3161   |
|                          |       |       | 12:00-14:00 | HFMN1A161/B161, HFAC1A161/B161,   |
|                          |       |       | 15:00-17:00 | HFMN2161, HFAC2A161/B161, HFMN3161, HFAC3A161/B161, HBAC1161, HBMTH1161, HTAX1161, HTAX2161   |
|                          | July  | 19    | 09:00-11:00 | HEVM1161, HEVM11615, HEVM2A161/B161, HEVM3A161/B161, HCNM1161, HBRD1161, HBRD11615, HBRD2161, HBRD3161  |
|                          |       |       | 12:00-14:00 | HTSS1161, HENG1161, HBCM1161, HHACM1161, HHIVC1161, HPRM1161, HPRM11615, HPRM2161, HPRX1161, Work Integrated Learning Modules: all qualifications |
|                          |       |       | 15:00-17:00 | HNTSA/B/C/D2161, HNTS3161, HWMF3161, HAPRD1161, HMLW11615, HMLW2161,  |

| Academic Calendar 2017   |        |      |             |  |
|--------------------------|--------|------|-------------|--|
| SEMESTER: JANUARY - JUNE |        |      |             |  |
| Week                     | Month  | Date | Time        | Activity   |
|                          |        |      |             | HLLW2161, HLLW3161, HCML1161, HCML11615, HCML2161, HMKR3161  |
|                          | July   | 20   | 09:00-11:00 | HINT1161, HINT11615, HINT2161, HSPS1161, HSYD11161, HINT3A161/B161, HPR1161, HPR2A161/B161, HSYD2161, HSYD3161, HTCP3161 |
|                          |        |      | 12:00-14:00 | HMAC1A161/B161, HMAC2A161/B161, HMAC3A161/B161, HHWPT1161  |
|                          |        |      | 15:00-17:00 | HISM2161, HISM3161, HSAD3161, HDBP2161, HISM1161   |
|                          | July   | 21   | 09:00-11:00 | HECO1161, HECO11615, HSEC1161, HSEC11615, HSEC2161   |
| <b>24</b>                | July   | 28   | 17:00       | Supplementary SA 1 & 2 Results Release   |
| <b>25</b>                | August | 2    | 17:00       | Supplementary SA 1 & 2 Results Appeal Close  |
| <b>25</b>                | August | 5    | 13:00       | Supplementary SA 1 & 2 Results Appeal Release  |

| Academic Calendar 2017    |           |       |             |   |
|---------------------------|-----------|-------|-------------|---|
| SEMESTER: JULY - DECEMBER |           |       |             |   |
| Week                      | Month     | Date  | Time        | Activity  |
|                           | July      | 26    | 17:00       | Applications Close  |
|                           | July      | 29    | 13:00       | Registrations Close   |
| <b>1</b>                  | July      | 31    |             | Studies Commence - Week 1   |
| <b>6</b>                  | September | 8     |             | <b>FA 1 - Assignment 1 Due</b><br><b>Submit online via My.Boston no later than 08 September 17:00</b>                             |
| <b>7</b>                  | September | 11    |             | Resume studies - Week 7   |
| <b>10</b>                 | October   | 2     | 17:00       | FA 1 - Results Release  |
| <b>10</b>                 | October   | 7     | 13:00       | FA 1 - Results Appeal Close   |
| <b>11</b>                 | October   | 13    | 13:00       | FA 1 - Results Appeal Release   |
| <b>12</b>                 | October   | 20    |             | <b>FA 2 – Assignment 2 Due</b><br><b>Submit online via My.Boston no later than 20 October 17:00</b>                               |
| <b>13</b>                 | October   | 23    |             | Resume studies - Week 13  |
| <b>13</b>                 | October   | 25    | 17:00       | FA 2- Results Release   |
| <b>13</b>                 | October   | 28    | 13:00       | FA 2 - Results Appeal Close   |
| <b>14</b>                 | November  | 1     | 17:00       | FA 2 - Results Appeal Release   |
| <b>15</b>                 | November  | 6-12  |             | Revision SA 1 (exams) - Week 15   |
| <b>16 to 18</b>           | November  | 13-27 |             | <b>SA 1 &amp; 2 Time Table</b><br><b>SA 2 to be submitted online via My.Boston no later than 17:00 on day that SA1 is written</b> |
| <b>16</b>                 | November  | 13    | 09:00-11:00 | HBMN2161, HBMN21615, HBMN3161, HBLE3161   |
|                           |           |       | 12:00-14:00 | HBMN1161, HBMN11615   |
|                           |           |       | 15:00-17:00 | HCOU1161,   |
|                           | November  | 14    | 09:00-11:00 | HHRM1161, HHRM2161, HHRM3161  |
|                           |           |       | 12:00-14:00 | HAPS1161, HAPS11615, HFMD1161   |
|                           |           |       | 15:00-17:00 | HMKT1161, HMKT11615, HMKT2161, HMKT3161   |
|                           | November  | 15    | 09:00-11:00 | HENT2161, HENT3161, HAUD1161  |
|                           |           |       | 12:00-14:00 | HENT1161, HENT11615   |
|                           |           |       | 15:00-17:00 | HIND1161, HIND11615, HIND2161, HIND21615<br>HIND3161, HSPM3161,   |
|                           | November  | 16    | 09:00-11:00 | HHRD1161, HHRD2161, HHRD3161, HSHE1161  |
|                           |           |       | 12:00-14:00 | HADV11615, HADV2161, HADV3A161/B161, HBFB1161   |
|                           |           |       | 15:00-17:00 | HSFT3161, HIPM3161,   |
|                           | November  | 17    | 09:00-11:00 | HFMN1A161/B161, HFAC1A161/B161  |
|                           |           |       | 12:00-14:00 | HFMN2161 , HFAC2A161/B161, HFMN3161, HFAC3A161/B161, HBAC1161   |
| <b>17</b>                 | November  | 20    | 09:00-11:00 | HBMTH1161, HTAX1161, HTAX2161   |
|                           |           |       | 12:00-14:00 | HEVM1161, HEVM11615, HEVM2A161/B161, HEVM3A161/B161, HCNM1161   |
|                           |           |       | 15:00-17:00 | HBRD1161, HBRD11615, HBRD2161, HBRD3161   |
|                           | November  | 21    | 09:00-11:00 | HTSS1161, HPRX1161, Work Integrated Learning Modules: all qualifications  |
|                           |           |       | 12:00-14:00 | HENG1161, HBCM1161, HHIVC1161   |
|                           |           |       | 15:00-17:00 | HPRM1161, HPRM11615, HPRM2161   |

| Academic Calendar 2017    |          |      |             |   |
|---------------------------|----------|------|-------------|---|
| SEMESTER: JULY - DECEMBER |          |      |             |   |
| Week                      | Month    | Date | Time        | Activity  |
|                           | November | 22   | 09:00-11:00 | HNTSA/B/C/D2161, , HNTS3161, HWMF3161, HAPRD1161  |
|                           |          |      | 12:00-14:00 | HMLW11615, HMLW2161, HLLW2161, HLLW3161   |
|                           |          |      | 15:00-17:00 | HCML1161, HCML11615, HCML2161, HMKR3161 ,   |
|                           | November | 23   | 09:00-11:00 | HINT1161, HINT11615, HINT2161, HSPS1161   |
|                           |          |      | 12:00-14:00 | HSYD11161, HINT3A161/B161   |
|                           |          |      | 15:00-17:00 | HPR1161, HPR2A161/B161, HSYD2161, HSYD3161, HTCP3161  |
|                           | November | 24   | 09:00-11:00 | HMAC1A161/B161, HMAC2A161/B161, HMAC3A161/B161  |
|                           |          |      | 12:00-14:00 | HHWPT1161   |
| 18                        | November | 27   | 09:00-11:00 | HISM2161, HISM3161, HSAD3161, HDBP2161  |
|                           |          |      | 12:00-14:00 | HISM1161  |
|                           |          |      | 15:00-17:00 | HECO1161, HECO11615, HSEC1161, HSEC11615 HSEC2161   |
| 20                        | December | 11   | 17:00       | SA 1 & 2 Results Release  |
| 20                        | December | 14   | 17:00       | SA 1 & 2 Results Appeal Close   |
| 21                        | December | 19   | 17:00       | SA 1 & 2 Results Appeal Release   |
| 23                        | Jan 2018 | 8-12 |             | <b>Supplementary SA 1 &amp; 2 Time Table<br/>SA 2 to be submitted online via My.Boston no later than 17:00 on day that SA1 is written</b> |
| 23                        | Jan 2018 | 8    | 09:00-11:00 | HBMN2161, HBMN21615, HBMN3161, HBLE3161, HCOU1161, HBMN1161, HBMN11615  |
|                           |          |      | 12:00-14:00 | HHRM1161, HHRM2161, HHRM3161, HAPS1161, HAPS11615, HFMD1161, HMKT1161, HMKT11615, HMKT2161, HMKT3161                                      |
|                           |          |      | 15:00-17:00 | HENT2161, HENT3161, HAUD1161, HIND1161, HIND11615, HIND2161, HIND21615 HIND3161, HSPM3161, HENT1161, HENT11615                            |
|                           | Jan 2018 | 9    | 09:00-11:00 | HHRD1161, HHRD2161, HHRD3161, HSHE1161, HADV11615, HADV2161, HBFB1161, HADV3A161/B161, HSFT3161, HIPM3161                                 |
|                           |          |      | 12:00-14:00 | HFMN1A161/B161, HFAC1A161/B161,   |
|                           |          |      | 15:00-17:00 | HFMN2161 , HFAC2A161/B161, HFMN3161, HFAC3A161/B161, HBAC1161, HBMTH1161, HTAX1161, HTAX2161  |
|                           | Jan 2018 | 10   | 09:00-11:00 | HEVM1161, HEVM11615, HEVM2A161/B161, HEVM3A161/B161, HCNM1161, HBRD1161, HBRD11615, HBRD2161, HBRD3161                                    |
|                           |          |      | 12:00-14:00 | HTSS1161, HENG1161, HBCM1161, HHIVC1161, HPRM1161, HPRM11615, HPRM2161, HPRX1161, Work Integrated Learning Modules: all qualifications    |
|                           |          |      | 15:00-17:00 | HNTSA/B/C/D2161, , HNTS3161, HWMF3161, HAPRD1161, HMLW11615, HMLW2161, HLLW2161, HLLW3161, HCML1161, HCML11615, HCML2161, HMKR3161        |

| Academic Calendar 2017    |          |      |             |  |
|---------------------------|----------|------|-------------|--|
| SEMESTER: JULY - DECEMBER |          |      |             |  |
| Week                      | Month    | Date | Time        | Activity   |
|                           | Jan 2018 | 11   | 09:00-11:00 | HINT1161, HINT11615, HINT2161, HSPS1161, HSYD11161, HINT3A161/B161, HPR1161, HPR2A161/B161, HSYD2161, HSYD3161, HTCP3161 |
|                           |          |      | 12:00-14:00 | HMAC1A161/B161, HMAC2A161/B161, HMAC3A161/B161, HHWPT1161  |
|                           |          |      | 15:00-17:00 | HISM2161, HISM3161, HSAD3161, HDBP2161, HISM1161   |
|                           | Jan 2018 | 12   | 09:00-11:00 | HECO1161, HECO11615, HSEC1161, HSEC11615, HSEC2161   |
| <b>24</b>                 | Jan 2018 | 22   | 17:00       | Supplementary SA 1 & 2 Results Release   |
| <b>24</b>                 | Jan 2018 | 26   | 17:00       | Supplementary SA 1 & 2 Results Appeal Close  |
| <b>25</b>                 | Jan 2018 | 31   | 17:00       | Supplementary SA 1 & 2 Results Appeal Release  |

### **About the Institution**

The Boston City Campus & Business College (Pty) Ltd (Boston) Diploma in Event Management is accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Boston is registered with the Department of Higher Education and Training (DHET), as a private higher education institution, No. 2003/HE07/002, until 31 December 2018, in terms of Section 54(1)(c) of the Higher Education Act, 1997 (Act No 101 of 1997), and Regulation 14(4)(a) of the Regulations for the Registration of Private Higher Education Institutions, 2016.

### **International Recognition**

This qualification is accredited by the Council on Higher Education (CHE), is registered on the NQF (HEQSF) by the South African Qualifications Authority (SAQA) and the institution is registered by the Department of Higher Education and Training (DHET) as a Private Higher Education Institution (PHEI) to offer the qualification.

The DHET is a department of National Government, and both the CHE and SAQA are statutory bodies, as such these entities are recognised globally. Therefore the qualifications/institutions that are accredited/licensed by them are accepted/recognised throughout the world by other government departments and by their respective agencies such as World Educational Services (WES) and other prominent authorities for purposes of equivalence/articulation i.e. employment/labour certification or further studies. This is a *quid pro quo* arrangement amongst United Nations Member States; as the DHET, CHE and SAQA similarly recognises other nation/states' qualifications/institutions for equivalence/transferring to South Africa i.e. a United Kingdom or Zambian Bachelor of Arts awarded by a public university or private degree granting college which is accredited/licensed in accordance with the United Kingdom or Zambian legislative and statutory requirements, will be equivalated/recognised as such in South Africa.

Similarly the *SADC Protocol on Education and Training*, which is a legal framework for regional cooperation, provides for the recognition of the equality of all Member States. It must be noted that qualifications will be recognised and that curricula specific evaluations may lead to additional requirements for students to meet in order to gain entry into foreign programmes or professions, which is the prerogative of the receiving institution/body. For more information pertaining to direct international linkages/relationships visit the websites of the DHET, CHE, SAQA, CHEA and WES.

### **Disclaimer**

This Fact Sheet is accurate at the time of publication. Boston City Campus & Business College (Pty) Ltd reserves the right to alter any of the content due to changes in regulations, market requirements and other reasons. Please note that meeting any of the admission requirements does not necessarily guarantee entry into the qualification. All applications will be evaluated on an individual basis and acceptance will depend on the decision of the Academic Committee at Head Office in Orange Grove.

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